



31-08
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Merit System of Personnel Administration Classification and Compensation Division 244 Washington Street, S.W., Room 507-H Atlanta, Georgia 30334	Application Number 430-A	
Application Number		Date Received JUL 18 1980	Date Completed AUG 14 1980

2. Person to Contact Jerry W. Saylor	Working Title Division Director	Telephone Number 656-2712
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3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. 430 12/12/72 Check One: ☒ Change; ☒ Supersede; ☐ Void

4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office, if different) CLASSIFIED POSITION HISTORY FILES
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6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Classification and Compensation Division is responsible for developing and maintaining the Merit System Position Classification Plan. The Division develops and maintains class specifications for each class; reviews job descriptions to insure proper classification; and allocates each position to a class. The Division also reviews non-classified and exempt positions not under the Merit System for compliance with rules for exempt positions.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: allocating classified positions to classes on the basis of job descriptions.

Included are: all related job descriptions and notices of position actions, and other information and correspondence related to the individual position.

File is arranged: chronologically by year; thereunder by GEMS department number; thereunder numerically by position number.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old twice; Seven to twelve months old once; Thirteen to twenty-four months old less than once
twenty-five months and older less than once

9. Annual Rate of Accumulation of Records

Letter-size drawers 1.5; Legal-size drawers _____; Shelves _____; Other (specify) _____

53,800 positions - 1500-2000 abolished and 1750-3000 established each year.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Duplicated in agencies
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference and official State file subject to call for use in administrative hearings or courts of law as evidence (for a short time following abolition).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon abolition of position, transfer to inactive file; cut off inactive file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles E. Stem</i>	7/17/80	<i>Cheryl W. Tuttle</i>	7-17-80
430-A		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		<i>James L. Hart</i>	7-29-80
State Auditor/Designee		<i>Carol Hart</i>	7-25-80
Secretary of State/Designee		<i>W. J. Hill</i>	8-13-80
Attorney General/Designee			

STATE
OF
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Application for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date 7/14/72	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. MS 301		Date Received DEC 8 1972	Application No. 430 Date Completed DEC 12 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia State Merit System Classification and Compensation Division		4. Person to Contact Michael M. Morris	
		5. Working Title Personnel Tech. II	6. Tel. No. 656-2709

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
Current9. Exact Series Title
~~Merit System~~
Job Description and Allocation Files

10. What is the function of the office in which this record series is created?

These records accumulate as a result of administering a state-wide program of Personnel Administration and are created as a result of (but not limited to) establishment and maintenance of (1) Classification Plan consisting primarily of a class specification for each class. (2) Job Description for each position. (3) Allocation of each position to a class and (4) Compensation Plan.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

- (1) The file relates to allocation of positions to classes on the basis of job description.
- (2) Each folder contains the current job description, history and allocation authorization, and applicable modifying information.
- (3) Filed in position number order by department.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records
Letter-size File Drawers				FLOOR SPACE OCCUPIED (Square Feet)	2	10	
Legal-size File Drawers					In Office(s)	In Storage Area(s)	
					100		
Diebold Power Files	31½	157½		AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's
					150	125	110

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☒ [] []
Each agency has a copy of job descriptions for that agency. Computer file also.
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication. Position allocation EDP print-out only.
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? ☒ [] []
Merit System position allocation EDP file.
21. Does the record series contain documentation produced as EDP printout? ☒ [] []
Merit System position allocation EDP print-out by document and class
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []
Required as long as position is authorized.

24. REQUIREMENTS. The following requires the files to be kept Current years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

State Law - Merit System Act - Rule 4 of Merit System Rules and Regulations.
Supced by Georgia Records Act of 1972

25. This agency recommends the following disposition of the file series.

Upon abolition of position, transfer to an inactive file; hold in current files area till end of calendar year; transfer to Archives.

This disposition is recommended by head of State Records Section of Archives.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William M. Dixon</i>	11/28/72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	11/28/72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	12-11-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Cyril Hart</i>	12-8-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	12-12-72

STATE RECORDS
COMMITTEE